



Job Announcement

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TTY/D use Maryland Relay Service

Opening Date:	April 2, 2015	Closing Date:	April 16, 2015
Job Title:	Supervisor I - Civil Records	Position Type:	Regular Full Time
PIN:	060019	FLSA Status:	Non-Exempt
Location:	Circuit Court for Baltimore City Baltimore, Maryland	Grade/Salary Range:	J09 \$36,913 - \$43,882
		Financial Disclosure:	No

Essential Functions: Assists the department manager in the following duties: coordinating the assignment of daily duties of the unit's employees with the manager, maintaining time and attendance records, answering employee questions and supervising the department in the manager's absence. Serves as the primary source to resolve questions related to job product. Trains new employees. Serves as the first level representative to deal with interpersonal issues involving staff and/or the public. Resolves work-related issues for staff, including evaluating case processing issues that require selecting a course of action from several alternatives. Assists the public and attorneys by providing information about the status of cases and the operations of the Clerk's office. Performs other duties as assigned.

Education: High School Diploma or GED.

Experience: Five years of general clerical experience, three years of which must have been in a trial or appellate court of the United States.

Preferred: Completion of Court Certificate Program.

Notes: Applicants may substitute education at an accredited college or university for the required general experience at the rate of thirty semester credit hours for each year of general experience.

Skills/Abilities: Ability to communicate in an effective, patient, and tactful manner with customers and co-workers and to compose correspondence utilizing proper grammar, spelling, and punctuation. Ability to demonstrate leadership skills, working knowledge of the principles of office management and supervision and the ability to apply standards fairly. Ability to exercise independent judgment in the interpretation and application of laws, procedures, and regulations. Ability to learn, apply and advise co-workers of appropriate standard office policies and personnel procedures. Ability to set priorities and to recognize and handle critical situations. Ability to perform all essential functions of the position.

All applicants must complete a Maryland Judiciary Employment Application to be considered for this position (unsigned applications will not be accepted).

Materials must be received in the Human Resources Office at the address below by 4:30p.m. on the closing date. The Human Resources Department will not be responsible for applications/resumes sent to any other address.

Circuit Court for Baltimore City
Room 412 Courthouse East
111 North Calvert Street
Baltimore, MD 21202
Attn: Human Resources

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check and is required to submit a completed Maryland Judiciary employment application. Employees must be United States citizens or eligible to work in the United States.